

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

Motions and Applications are often filed by parties requesting the court to order and rule in favor of the applicant. The following instruction will guide you through the process necessary to file any motion or application in the CM/ECF system.

STEP 1 Click on Motions/Applications hypertext link. (see figure 1)

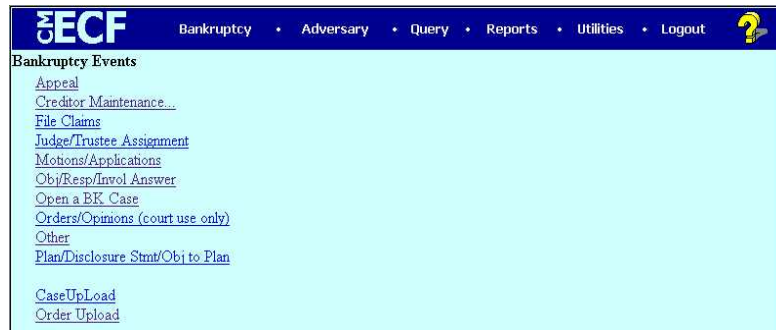


figure 1

STEP 2 The next screen gives direction on how to handle expedited/emergency matters. Please take note and click Next. (see figure 2 below)



figure 2

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STEP 3 **Enter the case number**

STEP 4 **Select the appropriate relief type for the motion/application being filed. Click Next. (see figure 3)**



The screenshot shows the 'File a Motion' interface in the ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The page title is 'File a Motion'. Below the title, the case number '03-10007-fm Chris Rock' is displayed. A dropdown menu is open, showing a list of relief types: Amend Order, Avoid Lien, Compel Abandonment, Compensation, Consolidate or Jointly Administer Cases, Continue Hearing, Convert Case to Chapter 11, and Convert Case to Chapter 12 or 13. Below the dropdown, there is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom, there are 'Next' and 'Clear' buttons.

figure 3

STEP 5 **Select the Party Filer. If the party filer does not appear in the drop down box, select *Add/Create New Party* (see figure 4 below)**



The screenshot shows the 'File a Motion' interface in the ECF system. The top navigation bar is the same as in figure 3. The page title is 'File a Motion:'. Below the title, the case number '03-10007-fm Chris Rock' is displayed. The 'Select the Party:' dropdown menu is open, showing a list of parties: Chase Manhattan Bank, [Creditor], Cook Sales, Inc., [Creditor], Milligan, Marsha G [Trustee], Porsche Financial, Inc., [Creditor], Rock, Chris [Debtor], and United States Trustee - AU7, [U.S. Trustee]. To the right of the dropdown, there is a link labeled 'Add/Create New Party'. At the bottom, there are 'Next' and 'Clear' buttons.

figure 4

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STEP 6 **The Search for A Party Screen Appears. Enter search criteria according to the CM/ECF Style Guide. Click Search. (see figure 5)**

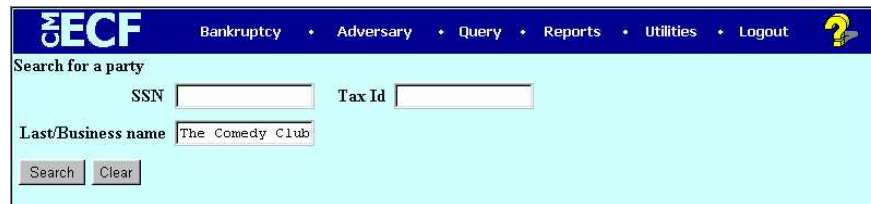


figure 5

STEP 7 **If the Search for a Party Screen appears with the message of *No Person Found*, click on the *Create New Party* box. The Party Information Screen Appears and saves the search information you previously entered. Complete by entering the entire name of the party. It is not necessary to complete the address for parties other than the debtor but be sure to select the appropriate party “role” before clicking Submit. (see figure 6 below)**



figure 6

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STEP 8 **The party entered will now appear in the party filer drop down box. Select that party and click Next (see figure 7 below)**

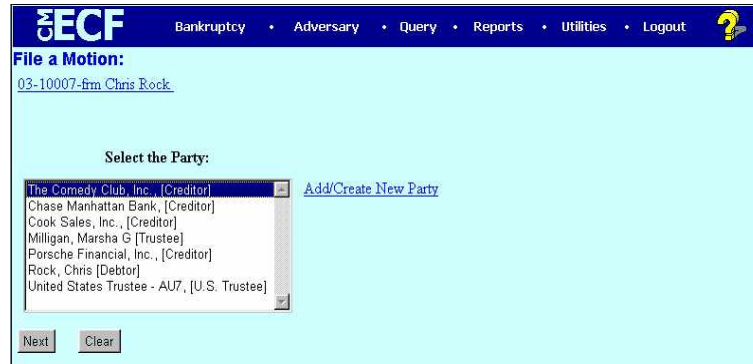
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "03-10007-fm Chris Rock". The main content area is light blue. It features a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing a list of parties: "The Comedy Club, Inc., [Creditor]", "Chase Manhattan Bank, [Creditor]", "Cook Sales, Inc., [Creditor]", "Milligan, Marsha G [Trustee]", "Porsche Financial, Inc., [Creditor]", "Rock, Chris [Debtor]", and "United States Trustee - AU7, [U.S. Trustee]". To the right of the dropdown menu is a link "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

figure 7

STEP 9 **If a party has been added, there will be an attorney/party association screen that appears the “first” time you file something in representation of a party in a particular case. Simply click in the box and continue to create the association between you and your client.**

STEP 10 **The Browse for a Document Screen appears. This is the place where you attach the PDF document to your entry. Once you’ve located that document click Next. (see figure 8 below)**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "03-10007-fm Chris Rock". The main content area is light blue. It features a section titled "Select the pdf document (for example: C:\199cv501-21.pdf)." with a label "Filename" and a text input field. To the right of the text input field is a button "Browse...". Below the text input field is a section titled "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

figure 8

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STEP 11 The opportunity to “link” a document to a previously filed document exists in CM/ECF. If this motion were amending another or if we were filing an objection, etc. the next screen would be utilized to create a reference that aids in reporting and other related document texts. A Motion For Relief From Stay would not be linked to a previously filed document. Insert Waiver and Objection Language information if applicable. Click Next. (see figure 9 below)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[03-10007-fm Chris Rock](#)

☐ Refer to existing event(s)?

Filed to

Documents to

If Pleading Has Waiver Language, Type 30:

If Pleading Has Objection Language, Enter 10, 20, etc.

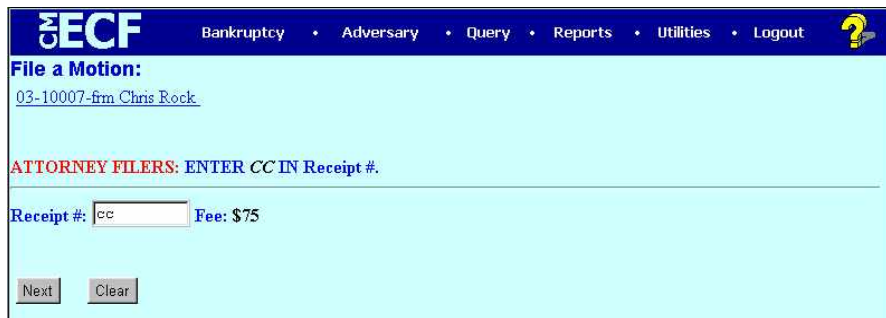
Next Clear

figure 9

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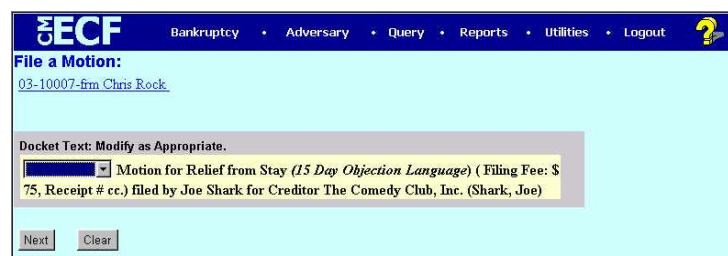
- STEP 12** If the Motion/Application being filed, requires a filing fee a Receipt screen will appear in which “CC” for credit card should be entered as appropriate payment method. Click Next (see figure 10)



The screenshot shows the ECF 'File a Motion' interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is 'File a Motion:' followed by a link '03-10007-fm Chris Rock'. A red instruction line reads 'ATTORNEY FILERS: ENTER CC IN Receipt #.'. Below this is a form with 'Receipt #' and a text box containing 'cc', followed by 'Fee: \$75'. At the bottom are 'Next' and 'Clear' buttons.

figure 10

- STEP 13** The Modify Text Screen appears for your review. If any corrections are needed, you may click on the *BACK* key. No modifications can be made to the text box except to add a description of the motion in the drop down box. If not necessary, and entry is accurate click Next (see figure 11)



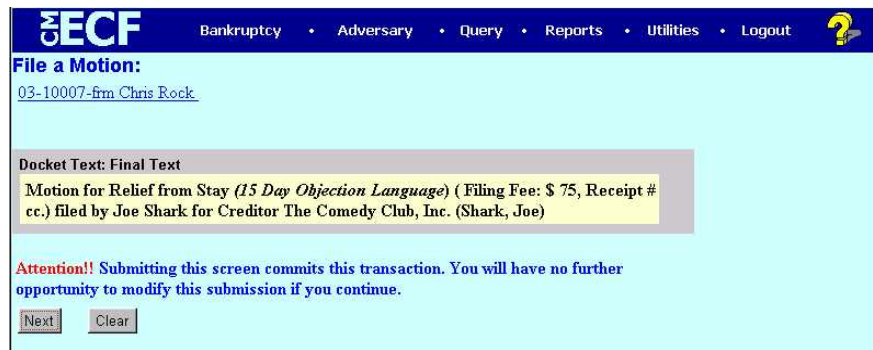
The screenshot shows the ECF 'File a Motion' interface at the 'Modify Text' step. The navigation bar is the same. Below the page title, there is a 'Docket Text: Modify as Appropriate.' section. It contains a dropdown menu with a blue arrow pointing down, followed by the text 'Motion for Relief from Stay (15 Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by Joe Shark for Creditor The Comedy Club, Inc. (Shark, Joe)'. At the bottom are 'Next' and 'Clear' buttons.

figure 11

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STEP 14 **The Final Text Window appears and this will be your final opportunity to review the entry and make any corrections. Clicking [next] on this screen commits the transaction to the system and can only be modified by Court staff. Please make sure your entry is correct before you click Next. (see figure 12 below)**



The screenshot shows the CM/ECF web interface. At the top is a dark blue navigation bar with the 'CM/ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header area with the text 'File a Motion:' and a link '03-10007-fm Chris Rock'. The main content area has a light blue background. A grey box contains the text 'Docket Text: Final Text'. Below this, a yellow box displays the docket entry: 'Motion for Relief from Stay (15 Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by Joe Shark for Creditor The Comedy Club, Inc. (Shark, Joe)'. At the bottom, a red 'Attention!!' warning states: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' Below the warning are two buttons: 'Next' and 'Clear'.

figure 12

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STEP 15 **The Notice of Electronic Filing Screen appears which confirms your submission. This screen provides information such as the document number. The case number and document number hyperlinks provide an opportunity for docket review thru *PACER*. Electronic notification information also appears on this screen. (see figure 13)**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "File a Motion:". A link "03-10007-firm Chris Rock" is displayed. The main content area has a light blue background and contains the following text:

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Notice of Electronic Filing

The following transaction was received from Shark, Joe entered on 3/5/2003 at 10:24 AM CST and filed on 3/5/2003

Case Name: Chris Rock
Case Number: [03-10007-firm](#)
Document Number: [13](#)

Docket Text:
Motion for Relief from Stay (15 Day Objection Language) (Filing Fee: \$ 75, Receipt # cc.) filed by Joe Shark for Creditor The Comedy Club, Inc. (Shark, Joe)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:N:\752-signed.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [Date=3/5/2003] [FileNumber=43973-0] [2
fbc592dd4c51731d183e46adc6733e1967840d135bd8a26671c14a6167a62972b988b
8acf444085a60665a870362a26c7f69b4da2246bc6ec36f3467ea47a0]]

03-10007-firm Notice will be electronically mailed to:

Loretta A. Sugarplum tina_warren@txwb.uscourts.gov

03-10007-firm Notice will not be electronically mailed to:

Marsha G Milligan
P.O. Box 92408
Austin, TX 78709-2408

figure 13